

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

Number: 4	Subject: VACANCY (Egyptians)	Date: June 4, 2014
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Position Title:	Project Management Assistant
Position Number:	91-03A
Duration:	One year with options to renew
Organization:	USAID/ Office of Education & Training
Salary Potential:	FSN-9
Application Deadline:	6/22/2014
Salary Range for a Fully Qualified Candidate:	Starts at LE118,708 Gross Per Annum This is the Gross Annual Salary before deducting taxes.

BACKGROUND INFORMATION

Under the general supervision of the Higher Education Team Leader, the incumbent will serve as an important member of the Office of Education and Training (OET).

BASIC FUNCTION OF THE POSITION:

The incumbent provides project support to the Higher Education Team. The incumbent will be required to manage independent projects, such as the \$30 million 632 transfer to the Fulbright Commission and \$16 million Science and Technology (S&T) Joint Fund, and participant training activities as well as monitor higher education.

The incumbent will manage two programs with a total value of \$46 million dollars. S/he will be in charge of ensuring funds are transferred through 632 agreements or other means. Incumbent will monitor program progress and report back to USAID. When necessary, s/he will write decision memo, JEC, scene setters and other documentation necessary to ensure the smooth continuation of the program and the desired visibility. While the incumbent is not required to be an expert in the Education field, s/he will be expected to thoroughly explain development assistance programs. S/he will be expected to perform project development and project management functions from day one.

The incumbent will work with at least two implementing partners (IPs) to provide and promote higher education opportunities in Egypt and strengthen existing tertiary institutions. The

incumbent is assigned the full range of project management responsibilities for a particular project or major project component. In this light, the duties of the position cut across the areas of program development, project development and project management.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent will work with the Higher Education Team in order to provide programmatic and administrative support. Under the supervision/direction of the Higher Education Team Leader, the incumbent will perform the following tasks:

Project Support (50%)

1. Plans and coordinates the conceptualization and development process for new education activities including coordinating and scheduling the project design process; conducting specific project analyses; identifying feasible project approaches; drafting project documentation including the Operational Plan and Project Papers or sections thereof; and coordinating project startup with host government officials.
2. Serves as concurrent Project Manager of an assigned project/activity (Fulbright Scholarships and S&T Joint Fund) and handles the full range of project management responsibilities including serving on the project team, drafting and presenting project documentation, supervising project contractors, conducting site visits, preparing periodic reports and liaising with host country counterparts.
3. Is responsible for planning, coordinating and supervising the conduct of special studies including but not limited to project evaluations, sector assessments, and surveys. Prepares scopes of work (SOWs), evaluates proposals, supervises consultants carrying out the studies, and reviews the studies and their recommendations.
4. Monitors performance of designated Higher Education Team's projects, identifies generic or project-specific problems and issues, and proposes solutions to them.
5. Assists in the preparation of Mission status reports.
6. As requested by the Office Director, carries out special assignments such as serving on special committees, participating in technical evaluations, contributing to the Education Team's inputs to Mission exercises and other tasks as may be assigned.

Administrative Support (10%)

1. Arranges meeting rooms when necessary, escorts guests, prepares travel reservations, and answers phones.
2. Ensures proper processing of files and maintenance of an appropriate filing system.
3. Maintains needed documentation to support periodic program and financial reviews and audits of the HE activities.

Science and Technology (S&T) Support (20%)

1. Assists the HE Team in maintaining day-to-day liaison with the Egyptian S&T Program Administration Office at the Ministry of Higher Education to: a) ensure expeditious processing of joint project proposals; b) organize workshops; and, c) coordinate expenditure data.
2. Cooperates with the Egyptian administrators, including screening all S&T project proposals for completeness, accuracy, and compliance with format guidelines.
3. Assists in making preparations for annual Joint S&T Board meetings and actively participates in the Joint S&T Board meetings.
4. Uses MS Word and Excel to prepare correspondence related to Joint S&T Board activities.

5. Initiates information sharing with Egyptian partners and U.S. Government (USG) agencies.

Higher Education Initiative Fulbright Program (20%)

1. Incumbent must monitor the Fulbright Commission's progress in achieving the objectives of the Program Description and for verifying that the activities being funded by USAID under the award conform to the terms and conditions of that award.
2. Ensure that all funding actions comply with USAID's forward funding guidelines.
3. Reviewing Fulbright's request for payments or financial reports and providing or denying your administrative approval if required by the policy and required procedures.
4. Monitoring the financial status of the award on a regular basis to ensure that the level of funding is the minimum necessary.
5. Developing accrued expenditures on a quarterly basis in accordance with USAID rules and policy.
6. Review and document the review (for example, signing and dating a copy of the financial report) of financial status reports for U.S. organizations with letters of credit and periodic advance payments to monitor financial progress.

REQUIRED/DESIRED QUALIFICATIONS:

a. Education: A bachelor's degree in a field relevant to development assistance such as public or business administration, economics, education or law, from an accredited university is required.

b. Prior Work Experience: Three to five years of progressive responsibility in project or related management work is required.

c. Post Entry Training: Post entry training will be focused primarily on the established Agency policies, procedures, and regulations. Organized/formal work related training (both internal and external) may be provided from time-to-time depending on course offerings and the availability of funds.

d. Language Proficiency: Level IV in English and Arabic is required

e. Knowledge: The incumbent should be familiar, or able to become familiar, with development activities, projects, and programs, in order to direct inquiries and respond to questions regarding Mission programs. The incumbent shall also be able to demonstrate a strong understanding of routine office procedures and practices. Broad knowledge of local/national culture, science, and technology and the university system is beneficial.

f. Skills and Abilities: The incumbent is required to be able to: 1) obtain and evaluate a variety of data; 2) assist in planning, development, management, and evaluation of programs; 3) follow instructions, and organize, prioritize, and follow through on all assignments with minimal oversight; 4) demonstrate advanced numerical skills and, 5) demonstrate high level of proficiency in word processing, spreadsheets, and other computer applications (e.g., Microsoft Office, Excel, PowerPoint.) This position involves different overlapping tasks/projects characterized by shifting or changing priorities. The incumbent will be required at times to plan up to three months ahead of time for a smaller number of tasks.

The incumbent must demonstrate exceptional interpersonal skills in order to: 1) facilitate productive professional relationships with other members of the OET, with other Mission teams,

and with host country counterparts; 2) take initiative and be resourceful; 3) exhibit good judgment; 4) work diligently, tactfully, and effectively under pressure with little or no error; 5) demonstrate flexibility; 6) and, effectively manage and complete more than one task at a time. The incumbent must be willing to travel within Egypt by car and plane, for extended periods of time. Incumbent should be able to work on analysis of data and presentation of findings in written or oral form.

POSITION ELEMENTS:

a. Supervision Received: The Project Management Assistant will work under the general supervision of the Higher Education Team Leader. The supervisor, as well as other team staff, will provide instruction and work guidance. In collaboration with the incumbent, the supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies and implementation of best practices; 3) provide regular feedback to the incumbent throughout the Performance Evaluation Period; 4) prepare an annual Evaluation Report; and, 5) obtain input from the appropriate technical offices and team members.

The incumbent will work with a moderate degree of independence, establish priorities, adhere to and meet established deadlines, and perform duties with minimal guidance and little or no follow up. The incumbent must be able and willing to work additional hours beyond the established 40-hour workweek, and outside the established Sunday Thursday workweek, as necessary.

b. Available Guidelines: The incumbent must be able to understand all Mission and Agency-specific policies and procedures which govern Project Activity Management. Oral guidance from the supervisor and specific detailed instructions will be provided for unique assignments and it is expected that the incumbent will be able to act on oral guidance. The incumbent must be able to interpret evolving guidelines and policies affecting the management and monitoring of Higher Education and Participant Training programs; these include but are not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID and USG Policy Documents.

c. Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use their personal judgment in determining approaches to resolving technical and administrative problems. In addition, considerable attention to detail is required in working effectively with representatives such as Program Implementers and host country partner institutes. The incumbent will follow and adhere to the Agency's Code of Ethics and Conduct; failure to comply will result in immediate corrective action, up to and possibly including immediate termination of employment.

d. Authority to Make Commitments: The incumbent will have no independent authority to commit funds on behalf of the USG. However, in dealing with mid-level officials, the employee, with prior consultation with his/her supervisor and/or Mission management, has authority to informally represent the position of USAID prior to formal negotiations.

e. Nature, Level, and Purpose of Contacts: The incumbent will be required to establish and maintain working relationships with all categories of Mission personnel, in order to function effectively. The incumbent will be required to work closely with: 1) USG technical staff, both with the US Embassy and USAID; the Egyptian governmental, non-governmental personnel, and other foreign donor institution representatives. The purpose of contacts will be to: 1) maintain

open lines of communication in support of USAID education and participant training issues; 2) maintain regular communications regarding the timely management of activity functions and procedures; 3) collect, obtain, and verify factual information pertaining to program/project planning and implementation; 4) monitor and evaluate existing activities on a regular basis; and, 5) gather information needed for reporting information to the Department of State. The purpose of contacts will range from simple information gathering to assisting in the development of programs and documents with partners.

f. Supervision Exercised: This position is non-supervisory.

g. Time Required to Perform Full Range of Duties: One year.

Selection Criteria:

Category	Scoring Percentage
Education/academic requirement	10%
Experience	15%
Language Proficiency	20%
Knowledge	30%
Skills & Abilities	25%
TOTAL	100%

RECRUITMENT PROCEDURES AND GUIDELINES:

Qualified candidates who are interested in this vacancy should apply by submitting the following or the application will not be considered:

The Universal Application for Employment (UAE) DS-174 (link to instructions and applications:<http://egypt.usembassy.gov/hr.html>) **and an up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application**, quoting the position number by no later than COB of the application deadline noted above. The HR Office will disregard any submissions CV exceeding five pages and/or those received after the deadline. **Applications and Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.**

Candidates must provide in the application (DS-174) names of family members working in the Mission.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Cindy Eldeib or Lamiaa Hafez
US Embassy, Cairo
8, Kamal El Din Salah Street, Garden City
Email: cairojobs@state.gov<mailto:cairojobs@state.gov>

POINT OF CONTACT

Lamiaa Hafez
Telephone: 2797-3001
FAX: 2797-2611

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

Priority will be given to best qualified FSNs who have been involuntarily RIF'ed.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

Samia Joseph
USAID/Human Resources Officer